

**Mendocino/Lake Adult and Career Education  
(ML ACE) Meeting**

Zoom meeting <https://cccconfer.zoom.us/j/7372469362>

December 9, 2022 10-12:00 p.m.

**Mendocino College**

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: LLRC 4210

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**Minutes:**

1. Call to Order Start time: 10:06 (Action)

2. Roll Call of Voting Members

**Anderson Valley:** Noor Dawood(voting member); **Fort Bragg:** Coni Belli (voting member), Anali Caraballo;  
**Kelseyville:** Joe DelPrete (voting member); **Lake County Office of Education:** Beth Hampson (voting member); **Leggett Valley:** Jeff Ritchley (voting member, absent); **Mendocino College (MC):** Amanda Xu (voting member), Suzanne Hewitt, **Mendocino County Office of Education (MCOE):** Tami Mee (voting member); **Ukiah Unified School District (UUSD):** Eric Crawford, (voting member), Dave Gengoux, Kathy Kiely, UUSD/UVAH:, Dorianne Tanaka; **Upper Lake:** Jeff Sturr (voting member); **Willits:** Arora Chavez, voting member; MLACE director: Euline Olinger

- Present in person:

1. Anali Caraballo( FB Coastal Adult School)
2. Eric Crawford (UAS)
3. Euline Olinger (MLACE)
4. Dorianne Tanaka (UVAH)

- Absent voting member: Leggett Valley

- Community Partners:

- Kristina Long, COPE Health Solutions, Regional Manager, [klong@copehealthsolutions.com](mailto:klong@copehealthsolutions.com)
- Francesca Seta, COPE Health Solutions, [fseta@copehealthsolutions.com](mailto:fseta@copehealthsolutions.com)

3. Changes/ Modifications to the Agenda (Discussion/Action)

- Motion to approve the December 9, 2022 Agenda
- First: Joe DelPrete; Second: Jeff Sturr; ayes:9, nays:0, abstain:0, absent:1 (Leggett)
- December 9, 2022 Agenda approved; no modifications

**Consent (Action)**

*All consent items are acted upon by a single vote with no discussion, unless pulled from Consent and placed on the agenda as a regular item.*

- Motion to approve November 18, 2022 Minutes –
  - Changes: None
  - First: Joe, Second: Jeff Sturr; ayes:9, nays:0, abstain:0, absent:1 (, Leggett Valley)
  - November 18, 2022 Minutes approved; no modifications

4. Overview of next 6 months (Discussion/Action)

- Euline listed deadlines and upcoming events for the next 6 months. Joe DelPrete read the chart(See appendix A)
    - Next meetings – January 20, 2023, Feb. 10 and Mar. 10, April 14, May 12, June 9th, July 10 (Monday)
    - WestEd Regional Training on January 20th. We have a short MLACE monthly meeting to approve agenda, minutes and January one-time proposal requests.
    - January 2023:
      - Student Data (DIR) due on January 31stL
      - Jan 31: Student Data due in TOPSPro (Q2)
      - Jan 31: Employment and Earnings Follow-up Survey
      - January 13–MC Inservice
      - January 16–MLK Holiday
      - January 17-MC Spring classes begins
    - February 2023: 23/24 MLACE Monthly Meeting Calendar Approval
- Possible Group Work:
- ESL Group Strategic
  - Review HSD/HSE/Basic Skills Strategic Review
  - Vision Statement

5. **Public Comments/ Correspondents --via Zoom**

**(Discussion)**

*MLACE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the ML ACE and are not listed elsewhere on this agenda. Comments are limited to three minutes per person, and 10 minutes per topic. Action on these matters is not allowed.*

**Public comments received from:**

Kristina Long, COPE Healthcare Solutions; Health Care Solutions Meeting on December 20th; invite Tami Mee and Euline to review the offerings in Health Care in Mendocino County.

6. **Annual Program Review Part 3:**

**(Discussion/Action)**

*i. Other Agencies–*

*Upper Lake–Jeff reported that in 21/22 it was his first year as the adult Education coordinator in Upper Lake. Their High School diploma program is solely online via CyberHigh to obtain credits. Their HS diploma credit requirement is 180 credits. Challenge is getting tech support for his program. He is working solo.*

*Fort Bragg–Coni Belli reported that:*

**Wins/Celebrations/Successes**

The High School Diploma class has 37 students enrolled and 1 has graduated. There are many close to being done. The student that did graduate has enrolled in Mendocino College for the spring semester. The citizenship class has 18 students enrolled. 4 students have submitted applications for citizenship since August. 1 student has become a citizen, 1 student has an interview on 12/14, 1 has not scheduled an interview yet and the 4th student is just now taking classes. He did not pass his 1st interview as he was unprepared and only attended a few classes even after his interview was scheduled.

Anne was helping a 5th student prepare for her second opportunity as she hadn't passed her 1st interview. This student passed on her 2nd try.

Five or six more students will be applying early next year, and the others are still working on their English for the Interview.

Attendance for the Citizenship class has been fairly steady at 6 and sometimes goes up to 12.

#### **Information/Sharing/Events**

Coastal Adult School will be closed for the Winter Break from 12/16/22 through 1/2/23. Classes will resume on 1/3/23.

Links

<https://sites.google.com/fbusd.us/coastal-adult-school/home>

#### *ii. Mendocino College–MLACE Admin Office*

- A. 21/22 Expenses in ESCAPE–presented to the group. \$28,000 plus funds from carryover are expended. Total of \$55, 261.52
- B. One-time proposal expenditure–\$28,000 plus the carryover funds of \$55,261.52 (appendix B)
- C. ESL Enrollment–see attached chart (Appendix C and Appendix D)
- D. Personnel and staffing–October 21- November 2022 hired a permanent shared admin assistant
- E. My Professional Center–more than 80 referrals to other agencies. Managed by the admin assistant from October 2021-November 2022.

#### **7. Member Update link: [ML ACE Consortium Monthly Update](#) (Discussion/Action)**

(Agencies not presenting this month) Members will update via shared google sheets and will highlight updates if needed.

- a. Anderson Valley–Noor reported will try to do an info-session/open house on a Sunday in January to bring in new students to register to their Adult School.
- b. Kelseyville
- c. LCOE–Welcomed their new CNA cohort for the Spring 2023; Will bring in CareerPoint–Lake to give information on financial aid; Marketing efforts include video of student stories–eight former students/graduates to talk about their Medical Assistant Program experience.
- d. Leggett Valley–Jeff absent but sent in an email that he is working on getting flyers, cards and info cards to advertise his high school diploma program in Leggett Valley. More to follow in the new year.
- e. MCOE–Programs start in January. Phlebotomy is full; MA has 12 new students/new cohort; Dental Assistant; Also local Dentist donated brand new and unused dental equipment to MCOE’s dental program–so generous and MCOE fortunate to get this.
- f. Ukiah–Eric talked with High School diploma program coordinators from our consortium and ask how many credits required for High Diploma. Not consistent. FB and Ukiah are the highest no. of credit required.
  - o VN program–32 Vocational Nursing graduates; Ceremony on December 20th at the Ukiah High School Cafeterium.
- g. **Upper Lake**
- h. **Willits–none to report**

#### **8. Director’s Update – (Tabled until next meeting)**

**(Discussion/Action)**

Euline will share updates from CAEP and relevant information for the consortium.

**A. CAEP-WestEd Regional Training Conference—January 20 2023**

**a. Sample of Personal Career Pathway**

**9. Consortium Strategic Work: this was tabled for the next meeting (tabled until next meeting)**

- a. Euline will facilitate a discussion on a rubric of set criteria to prioritize future one-time proposals
- b. Euline will present a working draft on a rubric of set criteria for one-time proposals

**10. Adjournment First motion/Seconded/Approve: Joe DelPrete/Eric; Ayes: 8; Nays: 0; Abstain: 0; Absent: 2**

- a. Time: 11:54 am(Action)

**A. Reminders:**

- a. Next Meeting Date and Time: January 20, 2022–9-10am
  - i. WestEd Regional Training: 1-3pm

AppendixA

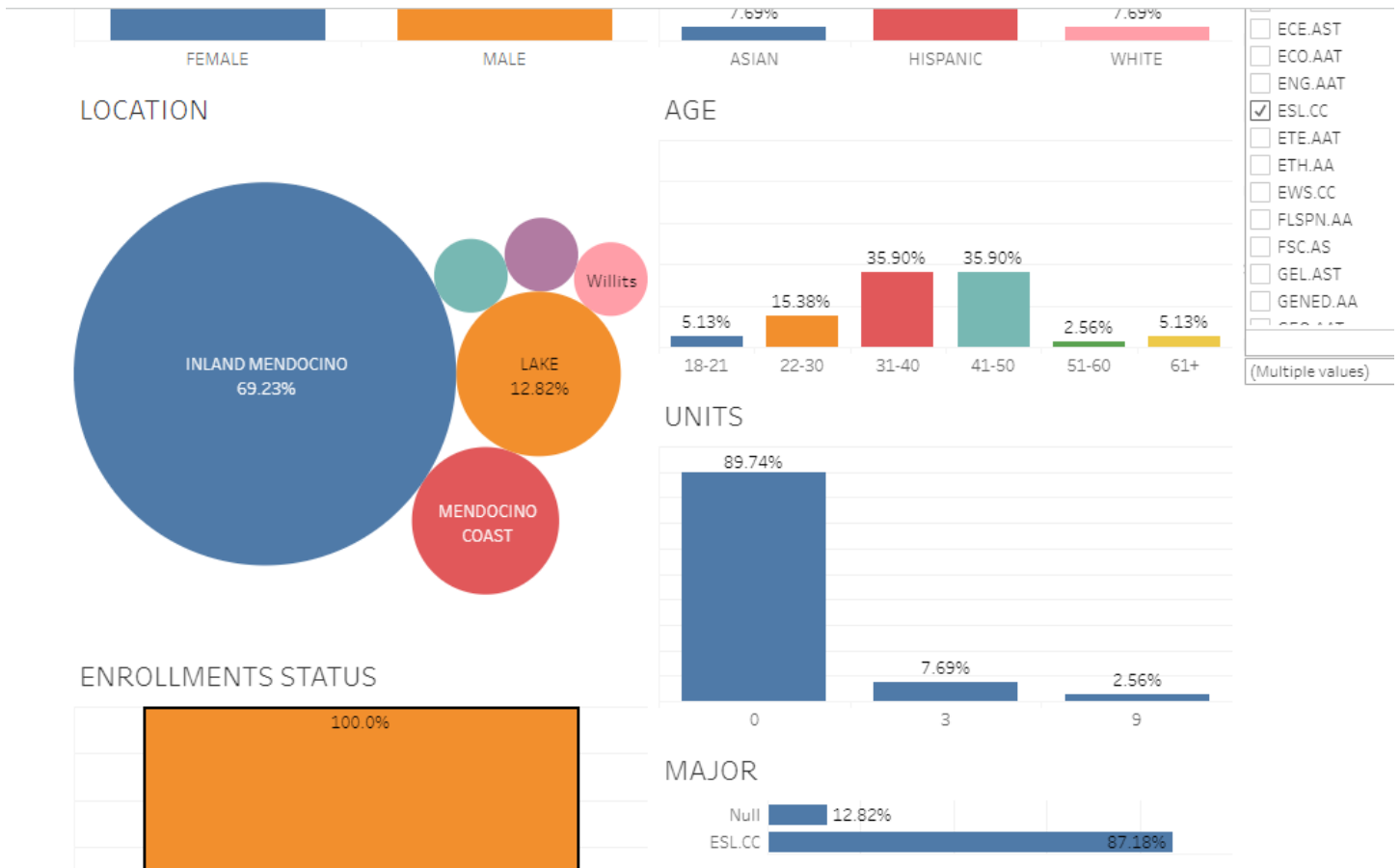
|   |   |   |
|---|---|---|
| <p><b>November 2022</b><br/><b>November 18—ML ACE Meeting</b></p> <ul style="list-style-type: none"> <li>• Program Review Part 2—MCOE, LCOE and UUSD</li> <li>• Nov 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA * (Extended for 2022)</li> </ul> <p><b>In Person Meeting</b><br/><b>Lunch + TE Data Review</b></p>                      | <p><b>December 2022</b><br/><b>December 9 —Meeting</b><br/>Program Review Part 3—Mendocino College,</p> <p>Dec 1: July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</p> <p>Dec 1: 20/21, 21/22 &amp; 22/23 Member Expense Report Due in NOVA (Q1)</p> <p>Dec 31: 20/21, 21/22 &amp; 22/23 Member Expense Report certified by Consortia in NOVA (Q1) *End of Q2</p>                     | <p><b>January 2023</b><br/><b>January 20-ML ACE Meeting</b></p> <ul style="list-style-type: none"> <li>• One-time proposal 9-10am</li> <li>• WestEd CAEP Regional Training (10-3pm) @ Ukiah Campus</li> </ul> <p><b>Jan 31:</b> Student Data due in TOPSPro (Q2)<br/><b>Jan 31:</b> Employment and Earnings Follow-up Survey</p> <p><b>January 13—MC Inservice</b><br/><b>January 16—MLK Holiday</b><br/><b>January 17-MC Spring classes begins</b></p> |
| <p><b>February 2023</b><br/><b>February 10*—MLACE Meeting</b><br/><b>In Person Meeting</b></p> <p><b>23/24 MLACE Monthly Meeting Calendar Approval</b></p> <p><b>Possible Group Work:</b></p> <ul style="list-style-type: none"> <li>• <b>ESL Group Strategic</b></li> <li>• <b>ReviewHSD/HSE/Basic Skills Strategic Review</b></li> <li>• <b>Vision Statement</b></li> </ul> | <p><b>March 2023</b><br/><b>March 10 2023—ML ACE Meeting</b></p> <p>Mar 1: 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*<br/>Mar 31: 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *</p> <p>Mar 31: End of Q3</p> <p><b>Possible Group work:</b></p> <ul style="list-style-type: none"> <li>• <b>CTE—Medical Strategic Review</b></li> <li>• <b>AWD Review</b></li> <li>• <b>ML ACE values</b></li> </ul> | <p><b>April 2023</b></p> <p><b>April 14 —ML ACE Meeting</b></p> <ul style="list-style-type: none"> <li>• One-time proposal</li> </ul> <p>Apr 30: Student Data due in TOPSPro (Q3)</p> <p>Apr 30: Employment and Earnings Follow-up Survey</p>   |

Appendix B:

Admin Budget and Expenses for 21/22

| Category | Details                            | Budgeted     | Expended     |
|----------|------------------------------------|--------------|--------------|
| 1000     | Instructional                      | \$13,608.00  | \$1,500.00   |
| 2000     | Admin/Personnel                    | \$146,560.00 | \$140,642.66 |
| 3000     | Benefits                           | \$105,452.00 | \$70,658.20  |
| 4000     | Supplies                           | \$5,055.00   | \$2,764.03   |
| 5000     | Services                           | \$106,586.00 | \$109,002.26 |
| 6000     | Computers/Non-<br>instructional    | \$6,743.00   | \$4,175.33   |
| 7000     | capital outgo                      | \$0.00       |              |
| 687000   | Admin Cost                         | \$22,078.00  | \$21,919.14  |
|          | Total                              | \$384,004.00 | \$328,742.48 |
|          | Carryover ( used one time proposal |              | \$55,261.52  |

Appendix C





**ENROLLMENTS FOR NON-CREDIT COURSES 2021-2022**  
 (unduplicated) Completed 12+ hours

| TERMS  | UKIAH | WILLITS | LAKE | BOONVILLE | COAST | COAST/<br>ONLINE | RV/COVELO | TOTAL |
|--|-------|---------|------|-----------|-------|------------------|-----------|-------|
| <b>ABE</b><br>Adult Basic Education<br>(English and Math Labs)<br>ENG 503, ENG 560                         | 0     | 19      | 18   | 0         | 25    | 0                | 0         | 62    |
| <b>BSK</b> Basic Skills<br>BSK 501, BSK 502<br>Academic Skills/Pre-High School<br>HS Equivalency Exam Prep | 54    | 0       | 0    | 3         | 19    | 0                | 0         | 76    |
| <b>CSC</b><br>Computer Science Lab<br>CSC 500, CSC 520, CSC 526  | 102   | 0       | 7    | 0         | 7     | 0                | 0         | 116   |
| <b>EDU</b><br>Supervised Tutoring<br>EDU 500   | 2     | 0       | 0    | 0         | 0     | 0                | 0         | 2     |
| <b>ESL</b><br>English as a Second Language<br>ESL 500, ESL 503B, ESL 503C,<br>ESL 507, ESL 509             | 56    | 3       | 45   | 16        | 36    | 18               | 0         | 174   |
| <b>LRS</b>   | 100   | 0       | 0    | 0         | 0     | 0                | 0         | 100   |